**Quick Reference Guide**

**Key Information**

* Reference all work that is not your own.
* A reference must be shown each time you use it in the text of your work. This is in-text referencing.
* Listed once in your reference list at the end of your work
* Position of brackets, commas, and full stops is very precise. They are not randomly used and their position is part of the referencing system.

**How to In-Text Reference**

* Include the author’s, editor’s or film director’s surname (or sometimes the organisation which is responsible for the material). No first name or initials.
* Include the year of publication.
* Below are two ways you can structure an in-text reference.

The information that you collected from the text which was authored by Addison. Note that it is not a direct quote.

Year of publication

Note the position of brackets

Name of the author

According to Addison (2010) proofreading assignments is essential.

**Or**

Full stop outside of the brackets

Proofreading assignments is essential (Addison 2010).

Notice both the author and date within the bracket. No comma separating them.

This is another way to write an in-text reference. It includes the same information as the above sentence (just structured differently).

**What if the text has two or three authors?**

The year of publication in brackets

Always list all of the authors

Smith, Finch and Brown (2009) states that watching television is a popular teenage pastime.

**Or**

Full stop outside of brackets

Watching television is a popular teenage pastime (Smith, Finch & Brown 2009).

You can use an ampersand (&) within brackets

List all authors

**More than Three Authors?**

This has been suggested by Peterson et al (2008) in their study of students plagiarising.

Year of publication

Surname of the first author.

et al in lower case letters used in place of all of the other authors (et al is Latin for *and others).*

Refer to your referencing booklet for more referencing details.

**How to write your reference list**

**Referencing a Book**

Title in italics (or underlined if handwritten).

Year of publication

Author’s surname the first initial

Daly, J, Speedy, S & Jackson, D 2004, *Writing Essays*, Pearson Education, Sydney.

Location of publication

Note the location of punctuation

Publishing company

Ampersand

**Movie**

Refer to how to reference books (above). The only difference is that you use the director rather than the author.

Director

O’Rourke, D 2000, *Cunnamulla,* Film Australia, Sydney.

**Website**

The title of the website

Date that **you** viewed the website

Organisation who published the website

Author (if the author is unknown then the use the organisation that produced the text.

Title of the website’s page

year

Robert, P 2007, *Referencing is Fun,* Guide for Students, University of Tasmania, viewed 20 April 2010, <http:www.lit.utas.tas.gov.au>

Notice position of the punctuation.

The URL (copy and paste this) surrounded by < and >

**Newspaper Article**

Title of the article. The first letter is a capital letter followed only by lower case letters

Title of the publication. Use capital letters and italics

year

author

Page number

Petersen, N 2010, ‘Touching the depths of stupidity’, *Melbourne Echo,* 18 April, p. 12.

Notice the position of the punctuation

Date published. Notice there is no year. The year is included after the author

Refer to the referencing booklet for more details.